

[Your Hospital/Organization Name]

[Department Name]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Department]

Dear [Recipient Name],

Subject: IV Insertion Notification for [Patient's Name or ID]

I am writing to inform you that an intravenous (IV) line has been successfully inserted for [Patient's Name], on [date] at [time]. This procedure was performed for the purpose of [reason for IV insertion, e.g., medication administration, hydration].

Details of the IV insertion are as follows:

- **\*\*Location of insertion:\*\*** [e.g., right forearm, left hand]
- **\*\*Gauge of catheter:\*\*** [e.g., 18G, 20G]
- **\*\*Fluids being administered:\*\*** [e.g., saline, specific medication]
- **\*\*Rate of infusion:\*\*** [e.g., 100 mL/hr]
- **\*\*Patient's response:\*\*** [e.g., stable, no complications noted]

The IV site will be monitored regularly for any signs of infection or complications. Please ensure that the care team stays updated on any changes in [Patient's Name]'s condition and infusion requirements.

Should you have any questions or require further information, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Your Hospital/Organization Name]